

WORKFORCE HORIZONS

Planning Tomorrow's Workforce Today

Louisiana Department of Civil Service

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REGISTER FOR "BASICS OF WORKFORCE PLANNING" WORKSHOP

When: July 11, 2006

Where: Claiborne Building, Room 136
A&B (Thomas Jefferson)

Time: 8:30 a.m. to 3:30 p.m.

The Department of Civil Service will deliver a one-day workshop on July 11, 2006. The workshop is in the Claiborne Building in downtown Baton Rouge. The meeting room is on the first floor, Room 136 A & B (Thomas Jefferson Room). The workshop starts at 8:30 a.m. and lasts until 3:30 p.m.

The workshop is intended primarily for agency Undersecretaries and Human

Resources Directors but is also open to any other staff agencies wish to send who are concerned with workforce planning. The purpose of the workshop is to raise awareness of the importance of and need for workforce planning, to provide the participants with the fundamentals of what workforce planning is and how to do it, and to provide some examples of practical experiences and best practices being done in the field.

The workshop includes a case study presentation by a state agency outlining a successful program they have implemented as well as a panel discussion on various agency activities and other workforce planning topics of interest.

We are asking that the HR Office be responsible for registering participants and that each agency send no more than two persons in addition to the Undersecretary to this workshop. We will schedule the workshop again if there is sufficient demand.

To register persons from your agency for the workshop, [click here](#)

**Registration for this workshop closes on
June 15, 2006**

GUIDELINES FOR ENSURING TOP LEADERSHIP SUPPORT FOR WORKFORCE PLANNING

Successful workforce planning requires commitment from top management and leadership. Senior-level managers must lead the planning process, and must enable subordinate managers to use the results of the planning process. This includes funding and staffing. Funding for ongoing staff development is critical. Top executives and management must commit to workforce planning including communicating their intentions to subordinates, providing dedicated resources and budget and ongoing personal involvement. **Here are some guidelines:**

- ◆ The Chief Executive of the organization (e.g., Department Secretary) should endorse the workforce planning effort and communicate this and its importance to all employees in the organization.
- ◆ Communicate the purpose of workforce planning to all employees so that they will perceive its value and their own role in the process and so they will not feel threatened by it.
- ◆ Create a multi-disciplinary team to staff workforce planning. Executives and top managers should be included and various work units or divisions represented. The Human Resources office should be involved but not necessarily in charge of the effort. Someone who is involved with the Department's budget and strategic planning should also be on the team.
- ◆ One person at the executive level should be designated as responsible

for the workforce planning effort and the achievement of its objectives.

This person would oversee the multi-disciplinary team and communicate with persons throughout the organization to make certain they are supporting and participating in the effort.

- ◆ This person or someone else at the executive level should be assigned responsibility for assessing the results of the workforce planning effort and maintaining it as an ongoing function.

HAS YOUR AGENCY RECEIVED ITS ANNUAL WORKFORCE PROFILE?

On April 10, 2006 the Department of Civil Service mailed annual workforce profiles to the H R Offices of each major state Department. These reports provide information on all classified permanent and probational state employees as of December 31, 2005. The reports show such information as average age of employees, number of employees currently in DROP and number of employees eligible to retire within five years.

If your agency has not received its workforce profile or if you have questions, please contact Max Reichert at max.reichert@la.gov.

WORKFORCE PLANNING MAXIM OF THE DAY

KEEP IT SIMPLE. It's not necessary to solve every organizational problem at once. Your initial workforce planning effort should be something your agency can realistically accomplish.

THE TEN STEPS OF WORKFORCE PLANNING

If your organization is not already doing formal workforce planning, maybe you are asking yourself: How do we get started? What are the steps involved in workforce planning? Here is a list of ten steps commonly followed in workforce planning:

1. Define a purpose for workforce planning. Clearly understand why you are doing it and communicate that purpose to everyone involved.
2. Obtain the support of top executive management
3. Form a workforce planning task force in your agency. Include: human resources, senior executive management, budget and strategic planning experts as well as specialists in particular job fields.
4. Align workforce planning goals with other planning processes such as strategic planning and budget
5. Determine the scope of the planning effort, i.e., what jobs or parts of the organization will be included.
6. Predict future workforce needs (this would involve such things as analyzing turnover and projected retirements as well as changing technology, expansion of programs, etc.)
7. Analyze workforce supply (internal and external)
8. Determine the gap between expected supply and projected needs

9. Create action plan to address gaps

10. Create an evaluation process to assess progress, keep plan current with changing scene, and maintain workforce planning as an ongoing process

Quote of the Day: “Organizations are not more effective because they have better people. They have better people because they motivate to self-development through their standards, through their habits, through their climate.” - **Peter F. Drucker**

CREDITS

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Purpose: The purpose of the Workforce Horizons is to educate readers about workforce planning issues and best practices, inform them about upcoming Civil Service workshops and training related to workforce planning and to provide practical job aids to assist agencies with workforce planning.

Comments and submissions: If your agency is doing workforce planning and would like to submit something to be published in the newsletter, please contact the editor. We also welcome questions about workforce planning and suggestions for improvements or additions to the newsletter. Questions, comments and requests to be added to the distribution list for the newsletter should be sent to the editor.

Current and Back Issues are accessible under “Workforce Planning Newsletter” in the HR Reference section of the Civil Service web page at www.civilservice.louisiana.gov